

VACANCY ANNOUNCEMENT

Date: October 23, 2013

ANNOUNCEMENT NUMBER: 05/2013

OPEN TO: All Interested Candidates

POSITION: Program Assistant (Management) -MCC, FSN-6*: FP-8**

OPENING DATE: October 23, 2013

CLOSING DATE: November 6, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident: FSN 6
Non Ordinarily Resident: FP-8

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. This is a temporary position for a four year period.

The MCC Officer in Praia is seeking one individual for the Program Assistant (Management) position.

BASIC FUNCTION OF POSITION:

The primary purpose of this position is to serve as administrative assistant performing a variety of administrative assignments supporting the Resident Country Mission with overall in country operations. The Program Assistant (Management) will report regularly to the RCD.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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Administrative support and office management	50%
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Actively participates as part of the MCC team to ensure effective administration of compact oversight relating to documenting implementation and management process and procedures of MCC in country activities.

Take primary responsibility for administrative support to the RCD and Associate Director to include drafting correspondence in both English and Portuguese, arranging and assisting with official functions, coordinating TDY's for MCC Washington staff and other USG visitors, handle incoming calls and email inquiries directing to appropriate person in mission office. Coordinate all MCC schedules, appointments, and activities, including arranging meetings with relevant mid and high ranking government officials in Cape Verde, with MCC Washington staff, other donors, the general public, key stakeholders throughout Cape Verde and other organizations interested in the MCA program.

Manage incoming correspondence process including reading incoming letters, reports and documents from local government officials, international agencies, and private sector groups. Highlight and summarize subject matter for RCD/ AD attention and action. Develop system for tracking correspondence and action taken.

Serves as sub cashier to the mission for the MCC office and produces travel and representation vouchers for the RCM.

Is the timekeeper for the MCC mission and is responsible for entering in the US Embassy e-services system, procurement, motor pool, supplies and other miscellaneous supplies and services needed for the MCC mission functions.

Develop and maintain an accurate and up-to-date unclassified filing system for the mission.

Driving Support to the mission 20%

- Operates a passenger vehicle to transport the MCC staff (in country and TDY) or VIP visitors within the city and surrounding area.
- Responsible for making deliveries and picking up packages, supplies, delivering documents and invitations for the MCC Country mission. Sometimes duties include the procurement of supplies for the MCC office or in carrying out other important errands for the MCC office.

Program Information Management 25%

Supports the mission in researching, collecting and synthesizing a variety of information, data and topics relevant to the Compact. Summarizes relevant information for the RCD and AD.

As requested, locates and assembles information, reports, briefings, etc, in support to mission functions

Performing other duties as assigned by the Resident Country Director 5%

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: At least 2 years of University studies or completion of specialized training in secretarial skills.

2. Experience: Three years of experience in customer services/office environment, this should include working with computers. Also including experience in accounting or cashiering. Ability to work with local government officials, international agencies, private sector groups and other USG agencies is required.

3. Language Proficiency: Level III (Good Working knowledge) English and Level IV (fluent) Portuguese required (read, write, and speak).

4. Skills and Abilities

Demonstrated ability to use software applications such as Microsoft Word, Excel, Outlook, etc. Documented oral and written communication skills.

Ability to operate a motor vehicle as evidenced by possession of a driver's license.

Ability to work with a variety of audiences (government officials, USG agencies, private sector, civil society, etc).

SELECTION PROCESS

When equally qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE;
or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Attention: Eunice Ramos
American Embassy, Praia, Cape Verde
Ramoseb@state.gov

POINT OF CONTACT

Name: Eunice Ramos
Telephone: 238 2 608912
FAX: 2 611355

CLOSING DATE FOR THIS POSITION: (November 6, 2013)

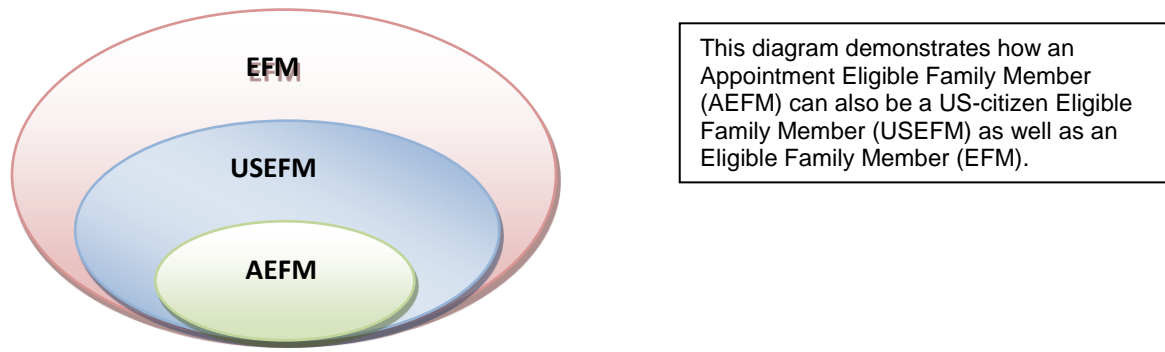
(If you do not hear from us within six weeks of the closing date, please assume your application has been unsuccessful)

The US Mission in Praia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A

DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan; and
- does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a(n) parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills**
- R. Work Experience**
- S. References**